

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Assistant Fire Chief. Fire Captains rank directly below the class of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station on an assigned shift. Responds to all fire alarms; directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher. Supervises driving of fire apparatus. Sets up the fireground perimeter for crowd and traffic control. Performs size-up of an emergency scene and directs operations at the scene until relieved by a superior officer. Directs the positioning of the fire apparatus at the fireground. Supervises subordinate employees in search and rescue, forcible entry, the use of self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Handles emergencies involving hazardous materials. Serves as fire safety officer at the scene of an emergency until relieved of command. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for evidence and protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Questions witnesses to a fire incident in order to collect information. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction. Testifies in court when required.

Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Maintains

communications between the fire scene and other authorized personnel. Coordinates activities of fire fighting and law enforcement personnel at the emergency scene.

Participates in the research and planning for programs and activities of the department. Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Recommends changes in department operations that will help the city improve insurance ratings. Evaluates the efficiency of response units following emergency incidents. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Supervises subordinate fire department personnel, delegates authority to subordinates, assigns work and duty areas and inspects the appearance of subordinates. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, discusses work performance with subordinates and superiors. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Assists in maintaining discipline among subordinates by conducting corrective interviews and recommending disciplinary action to the appointing authority through the chain of command.

Personally trains personnel by conducting drills and evolutions as well as training in the classroom. Provides informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Receives reports documenting problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects commercial businesses, public assemblies and educational facilities for fire protection purposes. Reports fire hazards or safety violations to the appropriate authority.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Reviews reports written by subordinates and personally completes any forms, records, or reports required,

including NFIRS reports. Compiles data and writes reports requiring the ability to organize ideas in a logical sequence.

Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Responds to questions and complaints from the public about the operations of the fire department. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

QUALIFICATIONS REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least two (2) years immediately preceding closing date for application to the board.